

ACQUISITION/RELOCATION RECORDS CHECKLIST

Displacee Name \_\_\_\_\_ Parcel# \_\_\_\_\_ Project# \_\_\_\_\_

Original Address \_\_\_\_\_

New Address \_\_\_\_\_

Phone No. Area Code (      ) \_\_\_\_\_

Name of official providing relocation assistance \_\_\_\_\_

Owner _____ (complete Part A)	<u>Type of use</u> (check one) Business.____, Farm ____, Nonprofit Org. ____ (complete Parts B & D)
Tenant _____	Residence _____ (complete Parts B & C)

Place a check for each completed item, if document is in file. Select N/A for non-applicant items.

PART A. ACQUISITION (owner occupied property only)

	<u>Yes</u>	<u>N/A</u>
1. Appraisal report date, amount, certification?	_____	_____
2. Owner given opportunity to accompany appraiser?	_____	_____
3. Appraisal review date, amount & justification?	_____	_____
4. Written offer & Summary statement with the date & amount offered?	_____	_____
5. Administrative settlement date, amount, and justification?	_____	_____
6. Condemnation award date, amount & documentation?	_____	_____
7. Date & amount owner paid or money made available by court & date of physical possession?	_____	_____
8. Date and amount owner paid for expenses incidental to transfer or title?	_____	_____
9. Offer to buy uneconomic remainder made to owner?	_____	_____
10. Record of each negotiation contact?	_____	_____

PART B. RELOCATION-GENERAL

	<u>Yes</u>	<u>N/A</u>
1. Displacee given relocation brochure?	_____	_____
2. Displacee offered and accepted/refused relocation advisory services?	_____	_____
3. Notice of intent to acquire?	_____	_____
4. Displacee provided written notice to eligibility requirements & amount of payment & services?	_____	_____
5. 90 day notice to vacate date required to move?	_____	_____
6. Diary of personal contacts with displacee?	_____	_____
7. Displacee notified of right to appeal, appeal process & outcome?	_____	_____
8. Date on which actual relocation occurred?	_____	_____
9. Relocation accomplished with/without the airport owner?	_____	_____

Displacee Name \_\_\_\_\_ Parcel# \_\_\_\_\_ Project# \_\_\_\_\_

PART C. RELOCATION-RESIDENTIAL

	<u>Yes</u>	<u>N/A</u>
1. Type of property-single detached, multifamily, room no.?	_____	_____
2. Data on displacee-address before & after relocation, number in family, age, race.. etc.?	_____	_____
3. Personal property storage, location, duration, bills?	_____	_____
4. If actual cost move, justification for scheduled payment?	_____	_____
5. Calculation of R.H.P. & certification of individual responsible for making same?	_____	_____
6. Offer of assistance for R.H.P. accepted/declined	_____	_____
7. Date & result of D.S.S. inspection?	_____	_____
8. Fair market value of dwelling or monthly rent?	_____	_____
9. Closing costs and/or increased mortgage interest differential?	_____	_____
10. Date and amount of each payment claimed?	_____	_____
11. Date and amount of each payment allowed?	_____	_____

PART D. RELOCATION-BUSINESS, FARM, OR NONPROFIT ORGANIZATION

	<u>Yes</u>	<u>N/A</u>
1. Actual cost commercial move-receipted bills?	_____	_____
2. Self move-bids, cost of obtaining bids, inventory, moving expenses finding?	_____	_____
3. Actual direct losses of tangible personal propoerty-advertising & sale costs, bills of sale, auction records, ..etc.?	_____	_____
4. Searching expenses-bills, certified statement of time spent & wage rate?	_____	_____
5. Fixed business in lieu of moving expenses-basis, justification, calculation of payment, tax records .. etc.?	_____	_____
6. Business re-establishment expenses?	_____	_____
7. Date and amount of each payment claimed?	_____	_____
8. Date and amount of each payment allowed?	_____	_____

REMARKS